

CONFIDENTIAL

DDS/OL/BFB-7

REPORTS INVENTORY						CONTROL NO. See Above	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) Status of Overtime						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 8		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Statistical		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO.		Internal Directive	
10. PREPARING COMPONENT (include lowest level contributing information to report) Budget and Fiscal Branch, EO/OL				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 2 Feeder Reports: 1. O/T Report Vouchered Funds 2. Obligation Status Report			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-12	8.19		.5		4.09		12 49.08
GS-07	4.80		.25		1.20		12 14.40
Briefing of D/L and EO							
GS-18	17.07		.16		2.73		12 32.76
GS-16	13.19		.16		2.11		12 25.32
GS-14	10.39		.16		1.66		12 19.92
B. COSTS OF COMPUTER PRODUCED REPORTS							
Not Applicable							
TOTAL COSTS PER YEAR						\$141.48	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Represents analysis of hours of overtime used by activity against hours authorized on quarterly basis. The report is used by management to monitor and control the use of overtime in terms of hours and dollars. This report was initiated in 1968.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input checked="" type="checkbox"/> CHANGE Prepare report on a quarterly rather than monthly basis. <input type="checkbox"/> DISCONTINUE						10	94.32
16. DATE OF INVENTORY 17 Sept. 1970		17. NAME		TION		18. EXTENSION	

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